

**COUNTY/COURTS – PERSONNEL ACTION FORM**NEW HIRE ☐RE-HIRE ☐PART TIME TO FULL TIME ☐CHANGE IN STATUS ☐SEPARATION ☒REINSTATEMENT ☐

EMPLOYEE NAME: Hector Figueroa

SOCIAL SECURITY #: [REDACTED]

ADDRESS: 6 Doolin Bay Drive

ZIP CODE: 19701

PHONE #: 302-584-1681

DATE OF BIRTH: 8/7/1952

GENDER: MALE ☒ FEMALE ☐MARITAL STATUS: MARRIED ☒ SINGLE ☐ DIVORCED ☐

EMPLOYEE FILE #: 121181

EFFECTIVE DATE: 8/24/22

DEPARTMENT: Personnel

DEPARTMENT #: 00010603

POSITION TITLE: Assistant Director of Labor Relations

POSITION #: 07000272

**FOR NEW HIRES**

WORK LOCATION (MUNICIPALITY):

LABOR CHARGE CODE:

SALARY: ANNUAL: \$

HOURLY: \$

LOCATION CODE:

**NEW HIRES / CHANGE IN STATUS [AS APPLICABLE]:****BARGAINING STATUS:**  
(ALL HOURLY)

AFSCME - GRADE ☐

PSSU/CPEU ☐

CID/FOP ☐

PARK POLICE ☐

INCINERATOR 77 ☐

**NON-BARGAINING STATUS:**

NB – DIRECTOR - ELECTED ☐

OFFICIAL/DD-E000 ☐

NB - SALARIED/SF-S000 ☒

NB - HOURLY/HF-H000 ☐

**OTHER STATUS:**

NFT/HP ☐

INTERNS/IN ☐

SUMMER/SM ☐

: ☐

BASIC WORK WEEK: 35 HOURS ☐ 37.5 HOURS ☒ 40 HOURS ☐WORK SCHEDULE: MONDAY - FRIDAY ☒ ALL DAYS (SUNDAY-SATURDAY) ☐

NAME OF PERSON REPLACED:

DISPOSITION OF REPLACED PERSON:

**SEPARATIONS:**

ADMINISTRATIVE SEPARATION ☐

RESIGNATION ☐

RETIREMENT ☐

DISCHARGE ☒

DEATH ☐

OTHER: ☐

400

**LEAVES OF ABSENCE:**

TYPE: \_\_\_\_\_

FMLA STARTS: \_\_\_\_\_

STD STARTS: \_\_\_\_\_

REASON: \_\_\_\_\_

DATE ACTUALLY WORKED: 8/23/2022

EFFECTIVE DATE: 8/24/2022

VACATION DAYS TO BE PAID: \_\_\_\_\_

COMP HOURS TO BE PAID: \_\_\_\_\_

D EEOC Production 00040



## COUNTY OF DELAWARE

GOVERNMENT CENTER BUILDING  
201 WEST FRONT STREET  
MEDIA, PENNSYLVANIA 19063

AREA CODE (610) 891-4852

### COUNCIL

DR. MONICA TAYLOR  
CHAIR

ELAINE PAUL SCHAEFER  
VICE CHAIR

KEVIN M MADDEN  
CHRISTINE REUTHER  
RICHARD R. WOMACK

PERSONNEL Department

MARK WOOLLEY  
INTERIM CHIEF DIRECTOR/ PERSONNEL

August 25, 2022

Hector Figueroa  
6 Doolin Bay Drive  
Bear, DE 19701

Dear Mr. Figueroa,

This letter is to inform you that your employment with the County of Delaware is terminated effective August 24, 2022.

Please return your ID Badge, keys, and any County Property to Park Police at the front desk of the Government Center Building where you worked within 3 days of receipt of this letter if you have not already done so.

If you are enrolled in a medical benefit plan, your coverage will end effective the last day of the month, and COBRA information will be forwarded to you in the mail. Note that COBRA information is time sensitive and to act on it upon receipt if interested. The Employee Assistance Program is available for your use until the last day of the month.

It is your responsibility to inform the Personnel Department of the County of Delaware of any updates to your contact information (name, address, phone number, email address), so that we may provide information such as your W-2 form.

We wish you well in your future endeavors.

Regards,

*Angela Frattarelli*

Angela Frattarelli  
HR Advisor/Manager – ER/LOA  
Office: (610) 891-8221 FAX: (610)565-0687  
[frattarellia@co.delaware.pa.us](mailto:frattarellia@co.delaware.pa.us)